



FINANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FINANCE, DEPARTMENT OF	RELEASE DATE:	Thursday, January 7, 2010
POSITION TITLE:	CEA 5, Chief Counsel	FINAL FILING DATE:	Friday, January 22, 2010
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$10,520.00 / Month	BULLETIN ID:	01072010_2

POSITION DESCRIPTION

Under the general direction of the Director of Finance, the incumbent serves as the top legal advisor and provides legal and policy advice regarding all aspects of the Department of Finance. The incumbent has a significant leadership role in providing legal advice across a vast array of complex programs and policies. The Chief Counsel oversees the legal work performed by the Legal Office, and performs the most sensitive and exceptionally difficult legal work. The incumbent interprets and evaluates existing legal policy, formulates new legal policy, provides input on legal policy impacts that relate to state fiscal matters, primarily government law, bond financing, and state mandated reimbursement programs, and represents the Department in legal proceedings with the Governor's Office and state and federal officials.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Must be an active member in the State Bar of California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition, to evaluating each candidate's relative ability to perform leadership and policy influencing functions effectively, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

*Plan, organize, direct, supervise, and coordinate all legal activities of a legal office. *Knowledge of legal policy involving highly complex state fiscal and budgetary matters. *Demonstrated ability to apply legal principles and precedents to the most difficult and complex legal and administrative problems. *Ability to effectively present statements of fact, law, and argument clearly and logically. *Demonstrated ability to negotiate effectively and independently to present difficult and complex cases in court. *Demonstrated ability to prepare legislation and represent the Department before the Legislature.

DESIRABLE CHARACTERISTIC(S)

In executing these duties and responsibilities, the Chief Counsel must demonstrate well-developed leadership qualities. These qualities can be summarized as follows:

*Integrity - Consistently adhere to the duty to execute the mission and responsibilities of the Department of Finance while advancing the goals of the Administration. *Expertise - Be a reliable source of accurate information and sound fiscal and policy advice. *Teamwork - Work together collaboratively and in recognition of the contribution each makes to the common purpose of serving the Department, the Administration, and the State. *Respect - Recognize the validity of other points of view and treat others with civility. *Problem Solving – Strive to find practical and effective solutions to achieving desired goals.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 5, Chief Counsel**, with the **FINANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

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A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Chief Counsel for a period of up to 12 months.

Your signature on your application signifies that the information provided in your application, resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or incorrect statements may result in disqualification from the examination process.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and prepared in narrative format typed to facilitate easy reading, and not exceed three pages in length with a font size no smaller than 11 point.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FINANCE, DEPARTMENT OF, Selection Services Unit
915 L Street, 6th Floor, Sacramento, CA 95814
Colleen Graham | 916-445-3368 | colleen.graham@dof.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FINANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>